

# Job Specification

## Post: Finance and Administration Manager

### Essential Criteria

Education and Qualifications	<ul style="list-style-type: none"><li>• Degree or professional qualification in an appropriate subject area</li><li>• Qualified accountant or accounts technician</li><li>• 2 years post qualification experience</li></ul>
Relevant experience	<ul style="list-style-type: none"><li>• At least one year's experience in a senior financial and general business role</li><li>• Experience of change management and ability to apply innovative thinking</li></ul>
Other	<ul style="list-style-type: none"><li>• Strong IT skills, including good spreadsheet skills;</li><li>• Excellent analytical skills and experience in creating reports and presentations</li></ul>
Personal qualities and interpersonal skills	<ul style="list-style-type: none"><li>• High-level leadership qualities through responsibility for the work of a team</li><li>• The ability to communicate effectively with a range of stakeholders</li><li>• Excellent organisational skills with a demonstrable ability to prioritise complex tasks</li><li>• Strong interpersonal skills and the ability to work productively and harmoniously with others.</li></ul>

### Desirable Criteria

Experience and education	<ul style="list-style-type: none"><li>• Financial accounting experience within the educational sector</li></ul>
Experience in given area	<ul style="list-style-type: none"><li>• Experience of human resources processes, including recruitment and policy development</li></ul>
Training	<ul style="list-style-type: none"><li>• Experience and knowledge of the use of MIS and/or C2K systems</li></ul>

In addition to the above criteria, the successful applicant should be able to demonstrate the following:

- An understanding of the nature of Grant Maintained Integrated status
- A strong sense of integrity and confidentiality
- A commitment to the pursuit of excellence
- A Commitment to the Integrated ethos and values of the school

Please note that criteria may be enhanced to facilitate the shortlisting process.